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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Logistics

DATE: 10 March 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (28 February - 4 March 1955)

1. GENERAL25X1A a. Shuttle Run [REDACTED] (New Item - Completed)

On Tuesday, 1 March 1955, the regularly scheduled shuttle truck transported 24,022 pounds of general cargo from the Washington

25X1A [REDACTED]

b. Special Truck Runs (New Item - Completed)

During the week, two non-scheduled truck runs were completed as follows:

25X1A (1) On 28 February, 1,778 pounds of material were transported to [REDACTED] for ISS and OTR.

(2) On 28 February, 7,086 pounds of communications material and general supplies were moved to the [REDACTED] Center. On the return trip, 300 pounds of cargo were delivered to the [REDACTED]

25X1A

2. STUDIES AND PROJECTS IN PROCESS25X1A a. Headquarters [REDACTED] Regulations on Motor Vehicle Accidents  
(Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the [REDACTED] will begin as soon as one other priority regulation [REDACTED] (Motor Vehicle Replacement Standards) has been completed.

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25X1A

b. Headquarters [REDACTED] Regulations on Preparation and Submission of Tables of Vehicular Allowances, [REDACTED]  
(Continued Item)

25X1A

These regulations are currently in the process of formal coordination.

c. Requests for Vehicle Actions (New Item - Completed)

There were sixteen covert vehicle action requests processed during this reporting period.

d. European Trip (Continued Item)

Reference Tab "A", Paragraph 3 --- action on this item  
is suspended pending receipt of the TVA of the [redacted]

25X1A

3. OTHER ITEMS OF INTEREST

a. Air Shipments (New Item - Completed)

Seventeen air shipments, weighing a total of 1,133 pounds, were shipped as follows:

**AREA      DESTINATION      WEIGHT      ITEM      CARRIER**

We should be able to plan more effectively and reduce the number of air shipments required.

Stocks should be carried in steps.

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b. Railway Express Shipments (New Item - Completed)

25X1A

Only one shipment was made through Railway Express during the past week. A case, weighing 66 pounds and containing headsets, was shipped to [REDACTED]

c. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide Agency bus transportation for three separate groups of Agency personnel:

25X1A



d. Air Parcel Post Shipments (New Item - Completed)

Six shipments, weighing a total of 136 pounds, were made by air parcel post as follows:

<u>DESTINATION</u>	<u>WEIGHT</u>	<u>ITEM</u>	<u>REQUESTING ACTIVITY</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

PERCENTAGE COMPLETED: 55%

b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 30%

c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 75%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 45%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 40%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 80%

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g. Preparation of Plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 50%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 40%

[REDACTED] 25X1A

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